

COMMONWEALTH OF KENTUCKY EVALUATION OF EMPLOYEE SUGGESTION*

ESS COORDINATOR USE ONLY

SUGGESTION ELIGIBLE: ☐ YES ☐ NO

BRIEF SUMMARY OF SUGGESTION:

IF NOT ELIGIBLE, INDICATE REASON:

- ☐ Suggested by Non-Merit Employee
- ☐ Falls Within Scope of Duties as Defined in 101 KAR 2:120
- ☐ Routine Maintenance Operation
- ☐ Duplicates Previous Suggestion
- ☐ Already Under Consideration
- ☐ Procedures Already Exist
- ☐ Requires Federal Legislative Action

SUGGESTION # _____ DATE RECEIVED _____

EVALUATOR COMPLETE THIS SECTION

YES	NO	EVALUATION CHECKLIST (Check all Boxes)
<input type="checkbox"/>	<input type="checkbox"/>	Improves Office Methods
<input type="checkbox"/>	<input type="checkbox"/>	Improves Safety
<input type="checkbox"/>	<input type="checkbox"/>	Improves Public Relations
<input type="checkbox"/>	<input type="checkbox"/>	Improves Morale
<input type="checkbox"/>	<input type="checkbox"/>	Improves Efficiency
<input type="checkbox"/>	<input type="checkbox"/>	Saves Time, Money & Material
<input type="checkbox"/>	<input type="checkbox"/>	Improves Client Conditions
<input type="checkbox"/>	<input type="checkbox"/>	Increases State Revenues

DENY ☐

REASON FOR DENIAL / NOT IMPLEMENTING:

- ☐ Already Under Consideration
- ☐ Procedures Already Exist (Explain)
- ☐ Does Not Apply To This Agency
- ☐ Other (Explain)

APPROVE ☐

THIS SUGGESTION WILL BE IMPLEMENTED BY THE
APPROVING AGENCY.

WHEN: _____

WHERE: _____

Branch: _____

Division: _____

Department: _____

Cabinet: _____

FIRST YEAR SAVINGS: \$ _____
(Attach Documentation)

IMPLEMENTATION COST: \$ _____
(Attach Documentation)

NET SAVINGS: \$ _____

REASON FOR RECOMMENDING AWARD:

REQUIRES REGULATORY CHANGE? ☐ YES ☐ NO

REQUIRES STATUTORY CHANGE? ☐ YES ☐ NO

WILL AGENCY RECOMMEND CHANGE? ☐ YES ☐ NO

Evaluated by : _____ (Print/Type name) _____ (Sign Here)

Title: _____ Phone (Office): _____

Agency: _____ Date: _____

ESS COORDINATOR USE ONLY

ESS COORDINATOR (originating cabinet): _____ IF APPROVED, RECOMMENDED AWARD: \$ _____

_____ Date: _____ Program code: _____